



# KENTUCKY BOARD OF HOME INSPECTORS

P.O. Box 1360, Frankfort, Kentucky 40602 or  
911 Leawood Drive, Frankfort, Kentucky 40601  
(502) 564-3296  
<http://bhi.ky.gov>  
KBHI-1

## APPLICATION FOR LICENSURE

### INSTRUCTIONS

1. Type or print legibly and complete this application in its entirety.
2. All supporting material shall be submitted with the \$250.00 fee. This fee shall be nonrefundable and shall be paid by check or money order, made payable to the Kentucky State Treasurer.
3. Reference and comply with KRS 198B.712 and 815 KAR 6:010, Section 1.
4. Photo required – passport quality, color, 2-inch x 2-inch. Do *not* staple or adhere to the application.
5. This completed application may be submitted to the Kentucky Board of Home Inspectors either by mail to P.O. Box 1360, Frankfort, KY 40602 or by delivery to 911 Leawood Drive, Frankfort, Kentucky 40601.

### APPLICANT INFORMATION

Last Name	First Name	Middle Initial	Social Security Number
Current Address			
City	County	State	Zip Code
Business Name			
Business Address (street, city, zip code)			
Work Telephone No.	Home Telephone No.	Cell Telephone No.	
Email address		Date of Birth (mm/dd/yyyy)	
In the last 5 years, have you lived in any state other than Kentucky? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, submit a background check from <u>each</u> state where you have resided in the past 5 years.			



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## NON-RESIDENT LICENSEE (KRS 198B.716)

☐ I am applying for licensure via the Non-Resident License and will agree to meet the requirements of KRS 198B.700-738 and file with the Board a written consent stating that:

- Applicant agrees to the commencement of any action arising out of the conduct of applicant's business in Kentucky in the county in which the events rise to the cause of action occurred;
- Agrees to provide the Board the name and address of an agent to receive service of process in Kentucky; OR
- Consents to the Board acting as the applicant's agent for the purpose of receiving service if:
  - An agent's name and address have not been filed with the board; OR
  - The agent's name and address on file with the Board are incorrect; AND
- Applicant agrees that service of process in accordance with the Rules of Civil Procedure is appropriate and subjects the applicant to the jurisdiction of the Kentucky courts.

**Please provide written consent on separate paper.**

## EDUCATION INFORMATION

Have you graduated from high school or obtained a GED? ☐ Yes ☐ No

Name of School	Location (city and state)	Diploma /GED Date
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## PRE-LICENSING COURSE INFORMATION

Have you completed a Board approved pre-licensing course? ☐ Yes ☐ No

**ATTACH AN ORIGINAL OR COPY OF CERTIFICATE OF COURSE COMPLETION.**

Name of Course Provider(s)	Provider (registration or approval) Number(s)		Date Completed(mm/dd/yyyy)
Location (city, county and state):	Number of Classroom Credit Hours Completed:	Number of In-field Training Hours Completed:	Test Score:

## STANDARDS OF PRACTICE

I will use the following standard of practice to perform home inspections:

- ☐ American Society of Home Inspectors (ASHI)
- ☐ National Association of Home Inspectors (NAHI)
- ☐ InterNational Association of Certified Home Inspectors (InterNACHI)



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## CERTIFICATE OF INSURANCE

**NOTE:** ATTACH AN ORIGINAL OR COPY OF CERTIFICATE OF INSURANCE

Name of Insurance Provider:

Telephone Number:

Policy Number:

## OTHER STATE LICENSURE / CERTIFICATION / REGISTRATION / PERMIT

Do you hold, or have you ever held, a license/certificate/registration/permit to practice or perform any regulated profession by a state or local licensing board?

☐ Yes ☐ No (If yes, list all state or local licenses below, including Kentucky)

Type of License/Certificate/Registration/Permit	State/Local	License Number	Date Issued	Status
1.				
2.				
3.				
4.				
5.				

**Please check the following and if your answer is yes, provide complete details on separate paper:**

Has disciplinary action ever been taken regarding any license, registration, certificate, or permit that you hold or have held?

☐ Yes ☐ No

## CRIMINAL HISTORY

1. Have you ever been convicted of, plead guilty under the Alford plea or nolo contendere to any misdemeanor or felony? ☐ Yes ☐ No

2. Are you currently, or have you ever been, listed on a national or state registry of sex offenders?

☐ Yes ☐ No

If yes, explain fully with a signed statement, including all related details such as the violation, date and disposition. Letters from attorneys are not accepted in lieu of your statement. Falsification of this information in any way is grounds for denial or revocation of a license issued pursuant to this application.



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### REQUIRED SUPPORTING MATERIAL

- ☐ Copies of completion certificate from Board approved pre-licensing training course provider and Board approved national exam passing score documentation.
- ☐ **Certificate of Insurance which documents liability coverage of at least Two Hundred Fifty Thousand Dollars (\$250,000), and lists the Kentucky Board of Home Inspectors, 911 Leawood Drive Frankfort, KY 40601 as the certificate holder.**
- ☐ **Kentucky State Police** Background check :  
Current Kentucky residents must submit a recent **Kentucky State Police** Background check.  
Out-of-state residents must submit a criminal background check from the state in which you live **AND** a recent **Kentucky State Police** Background check.  
All applicants shall submit a background check from each state where you have resided in the past 5 years **AND** a recent **Kentucky State Police** Background check.
- ☐ National Criminal Investigation Check – Available at [www.FBI.gov](http://www.FBI.gov)
  1. Select the “Stats and Services” tab
  2. Select “Identity History Summary Checks”
  3. Select “Option 1”
- ☐ Photo – passport quality, color, 2-inch x 2-inch. Do *not* staple or adhere to the application.
- ☐ Copy of a complete home inspection report

### APPLICANT AFFIRMATION

\_\_\_\_ (Initial) I am not in default of any student loans backed by the KHEAA (Kentucky Higher Education Assistance Authority). I understand that if I am in default of any student loans backed by the KHEAA, I cannot receive a Kentucky Home Inspector License at this time.

I hereby swear or affirm, under the penalties of perjury, that the statements made in this application are true, complete and correct. That all required documentation is attached. I further authorize the Kentucky Board of Home Inspectors to investigate and confirm the information submitted in this application.

Signature of Applicant

Date